

Final Text of Regulations

Minimum Standards for Juvenile Facilities Title 15-Crime Prevention and Corrections Division 1, Chapter 1, Subchapter 5

Section 1300. Severability.

If any article, section, subsection, sentence, clause or phrase of these regulations is for any reason held to be unconstitutional, contrary to statute, exceeding the authority of the State ~~Board of Corrections~~Corrections Standards Authority, or otherwise inoperative, such decision shall not affect the validity of the remaining portion of these regulations.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: Section 209, Welfare and Institutions Code; 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1302. Definitions.

The following definitions shall apply:

“Administering medication,” as it relates to pharmaceutical management, means the act by which a single dose of medication is given to a patient by licensed health care staff. The single dose of medication may be taken either from stock (undispensed) or dispensed supplies.

“Alternate means of compliance” means a process for meeting or exceeding the intent of the standards in an innovative way as approved by the ~~Board of Corrections~~Corrections Standards Authority pursuant to an application.

“Appeal hearing” means an administrative procedure providing an appellant with an opportunity to present the facts of the appeal for the formal decision concerning matters raised pursuant to the purposes set forth in these regulations. Such hearing may be conducted using oral and/or written testimony as specified by the Executive Director of the ~~Board of Corrections~~Corrections Standards Authority or the ~~Board of Corrections~~Corrections Standards Authority.

“Appellant” means a county or city which files a request for an appeal hearing.

“Authorized representative” means an individual authorized by the appellant to act as its representative in any or all aspects of the hearing.

“~~Board~~CSA” means the State ~~Board of Corrections~~Corrections Standards Authority, which acts by and through its executive director, deputy directors, and field representatives.

“Camp” means a juvenile camp, ranch, forestry camp or boot camp established in accordance with Section 881 of the Welfare and Institutions Code, to which minors made wards of the court on the grounds of fitting the description in Section 602 of the Welfare and Institutions Code may be committed.

“Cell Extraction” means the forceful removal of a minor from a room.

“Child supervision staff” means a juvenile facility employee, whose duty is primarily the supervision of minors. Administrative, supervisory, food services, janitorial or other auxiliary staff is not considered child supervision staff.

“Committed” means placed in a jail or juvenile facility pursuant to a court order for a specific period of time, independent of, or in connection with, other sentencing alternatives.

~~“Contact” means communications, whether verbal or visual, or immediate physical presence.~~

“Contraband” is any object, writing or substance, the possession of which would constitute a crime under the laws of the State of California, pose a danger within a juvenile facility, or would interfere with the orderly day-to-day operation of a juvenile facility.

“Control Room” is a continuously staffed secure area within the facility that contains staff responsible for safety, security, emergency response, communication, electronics and movement.

“Court holding facility for minors” means a local detention facility constructed within a court building used for the confinement of minors or minors and adults for the purpose of a court appearance, for a period not to exceed 12 hours.

“Delivering medication,” as it relates to pharmaceutical management, means the act of providing one or more doses of a prescribed and dispensed medication to a patient.

~~“Department” means the Department of the Youth Authority.~~

“Developmentally disabled” means those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes mental retardation, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals.

“Direct visual observation” means staff must personally see minor’s movement and/or skin. Audio/video monitoring may supplement but not substitute for direct visual observation.

“Direct visual supervision” means staff constantly in the presence of the minor. Audio/video monitoring may supplement but not substitute for direct visual supervision.

“Dispensing,” as it relates to pharmaceutical management, means the interpretation of the prescription order, the preparation, repackaging, and labeling of the drug based upon a prescription from a physician, dentist, or other prescriber authorized by law.

“Disposal,” as it relates to pharmaceutical management, means the destruction of medication or its return to the manufacturer or supplier.

“DNA” or Deoxyribonucleic acid means a chromosomal double stranded molecule that exists in each living cell. DNA determines an individual's hereditary characteristics and can be used to

distinguish and identify an individual from another person. This becomes critical when blood, hair, skin, or any other part of the body is used to prove one's involvement, or lack of involvement, in a crime scene.

“Emergency” means a significant disruption of normal facility procedure, policy or operation caused by civil disorder, single incident of mass arrest of juveniles or natural disasters such as flood, fire or earthquake; and which requires immediate action to avert death or injury and to maintain security.

“Executive Director” means the Executive Director of the ~~Board of Corrections~~Corrections Standards Authority.

“Exercise” means an activity that requires physical exertion of the large muscle group.

“Facility administrator” means chief probation officer, sheriff, marshal, chief of police or other official charged by law with administration of the facility.

“Facility manager” means director, superintendent, police or sheriff commander or other person in charge of the day-to-day operation of a facility holding minors.

“Filing date” means the date a request for an appeal hearing is received by the Executive Director of the ~~Board of Corrections~~Corrections Standards Authority.

“504 plan” means a written educational plan developed by a group of educators, administrators, parents and other relevant participants pursuant to Section 504 of the Federal Rehabilitation Act of 1973; Title 29 of the United States Code, Section 794; and Title 34 of the Code of Federal Regulations, Part 104, that addresses the needs of a disabled student, as defined under section 504.

“Furlough” means the conditional or temporary release of a minor from the facility.

“Group Punishment” means a group of uninvolved minors is denied programming due to the actions of one or more minors.

“Health administrator” means that individual or agency that is designated with responsibility for health care policy pursuant to a written agreement, contract or job description. The health administrator may be a physician, an individual or a health agency. In those instances where medical and mental health services are provided by separate entities, decisions regarding mental health services shall be made in cooperation with the mental health director. When the administrator is other than a physician, final clinical judgments rest with a designated responsible physician.

“Health care” means medical, mental health and dental services.

“Health care clearance” means a non-confidential statement which indicates to child supervision staff that there are no health contraindications to a minor being admitted to a facility and specifies any limitations to full program participation.

“Hearing panel” means a panel comprised of three members of the ~~Board of Corrections~~Corrections Standards Authority who shall be selected by the Chairman at the time an appeal is filed. A fourth member may be designated as alternate. Members designated to the hearing panel shall not be employed by, or citizens of, the county or city submitting an appeal.

“Individual Education Program” (IEP) means a written statement determined in a meeting of the individualized education program team pursuant to Education Code Section 56345.

~~“Intensive Supervision Unit” within a camp means a secure unit that shall comply with all requirements for a Special Purpose Juvenile Hall.~~

~~“Inmate worker” means an adult in a jail or lockup assigned to perform designated tasks outside of his/her cell or dormitory, pursuant to the written policy of the facility, for a minimum of four hours each day on a five day scheduled work week.~~

~~“Jail” means a Type II or III facility as defined in the “Minimum Standards for Local Detention Facilities.”~~

“Juvenile facility” means a juvenile hall, juvenile home, ranch or camp, forestry camp, regional youth education facility, boot camp or special purpose juvenile hall.

“Juvenile hall” means a county facility designed for the reception and temporary care of minors detained in accordance with the provisions of this subchapter and the juvenile court law.

“Labeling,” as it relates to pharmaceutical management, means the act of preparing and affixing an appropriate label to a medication container.

~~“Law enforcement facility” means a building that contains a Type I Jail or Temporary Holding Facility. It does not include a Type II or III jail, which has the purpose of detaining adults, charged with criminal law violations while awaiting trial or sentenced adult criminal offenders.~~

“Legend drugs” are any drugs defined as “dangerous drugs” under Chapter 9, Division 2, Section 4211 of the California Business and Professions Code. These drugs bear the legend, “Caution Federal Law Prohibits Dispensing Without a Prescription.” The Food and Drug Administration (FDA) has determined, because of toxicity or other potentially harmful effects that these drugs are not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.

“Licensed health care personnel” means those individuals who are licensed by the State to perform specified functions within a defined scope of practice. This includes but is not limited to the following classifications of personnel: Physician/Psychiatrist, Dentist, Pharmacist, Physician’s Assistant, Registered Nurse/Nurse Practitioner/Public Health Nurse, Licensed Vocational Nurse, and Psychiatric Technician.

~~“Living areaunit” in a juvenile hall shall be a self-contained unit containing locked sleeping rooms, single and double occupancy sleeping rooms, or dormitories, day room space, water closets, wash basins, drinking fountains and showers commensurate to the number of minors housed, not to exceed 30 minors.~~ A living unit shall not be divided by any permanent or

temporary barrier that hinders direct access, supervision or immediate intervention or other action if needed.

“Local Health Officer” means that licensed physician who is appointed by the Board of Supervisors pursuant to Health and Safety Code Section 101000 to carry out duly authorized orders and statutes related to public health within his/her jurisdiction.

~~“Lockup” means a locked room or secure enclosure under the control of a peace officer or custodial officer that is primarily for the temporary confinement of adults who have recently been arrested; sentenced prisoners who are inmate workers may reside in the facility to carry out appropriate work. Lockups are Type I or Temporary Holding facilities as defined in the “Minimum Standards for Local Detention Facilities.”~~

“Maximum capacity” means the number of minors that can be housed at any one time in a juvenile hall, camp, ranch, home, forestry camp, regional youth education facility or boot camp in accordance with provisions in this subchapter.

“Mental Health Director” means that individual who is designated by contract, written agreement or job description to have administrative responsibility for the mental health program. The health administrator shall work in cooperation with the mental health director to develop and implement mental health policies and procedures.

“Minimum Standards for Local Detention Facilities” means those regulations within Title 15, Division 1, Subchapter 4, Section 1000 et seq. of the California Code of Regulations and Title 24, Part 1, Section 13-102, and Part 2, Section 470A of the California Code of Regulations, as adopted by the ~~Board of Corrections~~Corrections Standards Authority.

“Minor” means a person under 18 years of age and includes those persons whose cases are under the jurisdiction of the adult criminal court.

“New Generation design” means a design concept for detention facilities in which housing cells, dormitories or sleeping rooms are positioned around the perimeter of a common dayroom, forming a housing/living unit. Generally, the majority of services for each housing/living unit (such as dining, medical exam/sick call, programming, school, etc.) occur in specified locations within the unit.

~~“Non secure custody” means that a minor's freedom of movement in a law enforcement facility is controlled by the staff of the facility; and~~
~~(1) the minor is under constant direct visual observation by the staff;~~
~~(2) the minor is not locked in a room or enclosure; and,~~
~~(3) the minor is not physically secured to a cuffing rail or other stationary object.~~

“Notice of decision” means a written statement by the Executive Director of the ~~Board of Corrections~~Corrections Standards Authority which contains the formal decision of the Executive Director of the ~~Board~~CSA and the reason for that decision.

“On-site health care staff” means licensed, certified or registered health care personnel who provide regularly scheduled health care services at the facility pursuant to a contract, written

agreement or job description. It does not extend to emergency medical personnel or other health care personnel who may be on-site to respond to an emergency or an unusual situation.

“Over-the-counter (OTC) drugs,” as it relates to pharmaceutical management, are medications which do not require a prescription (non-legend).

“Pilot project” means an initial short-term method to test or apply an innovation or concept related to the operation, management or design of a juvenile facility, jail or lockup pursuant to an application to, and approval by, the ~~Board of Corrections~~Corrections Standards Authority.

“Primary responsibility” is the ability of a child supervision staff member to independently supervise one or more minors.

“Procurement,” as it relates to pharmaceutical management, means the system for ordering and obtaining medications for facility stock.

“Proposed decision” means a written recommendation from the hearing panel/hearing officer to the full ~~Board of Corrections~~Corrections Standards Authority containing a summary of facts and a recommended decision on an appeal.

“Prostheses” means artificial devices to replace missing body parts or to compensate for defective bodily function. Prostheses are distinguished from slings, crutches, or other similar assistive devices.

“Psychotropic medication” means those drugs whose purpose is to have an effect on the central nervous system to impact behavior or psychiatric symptoms. Psychotropic medications include but are not limited to anti-psychotic, antidepressant, lithium carbonate and anxiolytic drugs, as well as anti-convulsants or any other medication when used to treat psychiatric conditions. Drugs used to reduce the toxic side effects of psychotropic medications are not included.

“Recreation” means activities that occupy the attention and offer the opportunity for relaxation. Such activities may include ping-pong, TV, reading, board games, letter writing.

“Regional facility” means a facility serving two or more counties bound together by a memorandum of understanding or a joint powers agreement identifying the terms, conditions, rights, responsibilities and financial obligations of all parties.

“Remodeling” means to alter the facility structure by adding, deleting or moving any of the building's components thereby affecting any of the spaces specified in Title 24, Section 460A.

“Repackaging,” as it relates to pharmaceutical management, means transferring medications from the original manufacturers' container to another properly labeled container.

“Request for appeal hearing” means a clear written expression of dissatisfaction about a procedure or action taken, requesting a hearing on the matter, and filed with the Executive Director of the ~~Board of Corrections~~Corrections Standards Authority.

“Responsible physician” means that physician who is appropriately licensed by the State and is designated by contract, written agreement or job description to have responsibility for policy

development in medical, dental and mental health matters involving clinical judgments. The responsible physician may also be the health administrator.

~~“Secure detention” means that a minor being held in temporary custody in a law enforcement facility is locked in a room or enclosure and/or is physically secured to a cuffing rail or other stationary object.~~

“Security glazing” means a glass/polycarbonate composite glazing material designed for use in detention facility doors and windows and intended to withstand measurable, complex loads from deliberate and sustained attacks in a detention environment.

“Shall” is mandatory; “may” is permissive.

“Special purpose juvenile hall” means a county facility used for the temporary confinement of a minor, not to exceed 96 hours, prior to transfer to a full service juvenile facility or release.

“Status offender” means a minor alleged or adjudged to be a person described in Section 601 of the Welfare and Institutions Code.

“Storage,” as it relates to pharmaceutical management, means the controlled physical environment used for the safekeeping and accounting of medications.

~~“Supervision in a law enforcement facility” means that a minor is being directly observed by the responsible individual in the facility to the extent that immediate intervention or other required action is possible.~~

“Supervisory staff” means a staff person whose primary duties may include, but are not limited to, —scheduling and evaluating subordinate staff, providing on-the-job training, making recommendations for promotion, hiring and discharge of subordinate staff, recommending disciplinary actions, and overseeing subordinate staff work. Supervisory staff shall not be included in the minor to supervision staff ratio, although some of their duties could include the periodic supervision of minors.

~~“Temporary custody” means that the minor is not at liberty to leave the law enforcement facility.~~

“Use of force” means an immediate means of overcoming resistance and controlling the threat of imminent harm to self or others.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: Section 209, Welfare and Institutions Code; 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1303. Pilot Projects.

- (a) The ~~Board of Corrections~~Corrections Standards Authority may, upon application of a city, county or city and county, grant pilot project status to a program, operational innovation or new concept related to the operation and management of a local juvenile

facility. An application for a pilot project shall include, at a minimum, the following information:

- (1) the regulations which the pilot project shall affect;
- (2) any lawsuits brought against the applicant local juvenile facility, pertinent to the proposal;
- (3) a summary of the "totality of conditions" in the facility or facilities, including but not limited to:
 - (A) program activities, exercise and recreation;
 - (B) adequacy of supervision;
 - (C) types of minors affected; and,
 - (D) classification procedures.
- (4) a statement of the goals the pilot project is intended to achieve, the reasons a pilot project is necessary, and why the particular approach was selected;
- (5) the projected costs of the pilot project and projected cost savings to the city, county, or city and county, if any;
- (6) a plan for developing and implementing the pilot project including a time line where appropriate; and,
- (7) a statement of how the overall goal of providing safety to staff and minors shall be achieved.

- (b) The ~~Board of Corrections~~Corrections Standards Authority may consider applications for pilot projects based on the relevance and appropriateness of the proposed project, the applicant's history of compliance/non-compliance with regulations, the completeness of the information provided in the application, and staff recommendations.
- (c) Within 10 working days of receipt of the application, ~~Board~~CSA staff shall notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the ~~Board of Corrections~~Corrections Standards Authority members from requesting additional information necessary to make a determination that the pilot project proposed actually meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application shall be placed on the agenda for the ~~Board~~CSA's consideration at a regularly scheduled meeting. The written notification from the ~~Board~~CSA to the applicant shall also include the date, time and location of the meeting at which the application shall be considered.
- (d) When an application for a pilot project is approved by the ~~Board of Corrections~~Corrections Standards Authority, the ~~Board~~CSA shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for the pilot project. Regular progress reports and evaluative data on the success of the pilot project in meeting its goals shall be provided to the ~~Board~~CSA. The ~~Board of Corrections~~Corrections Standards Authority may extend time limits for pilot projects for good and proper purpose.
- (e) If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.
- (f) Pilot project status granted by the ~~Board of Corrections~~Corrections Standards Authority shall not exceed twelve months after its approval date. When deemed to be in the best interest of the applicant, the ~~Board of Corrections~~Corrections Standards Authority may extend the expiration date. Once a city, county, or city and county successfully completes the pilot project evaluation period and desires to continue with the program, it may apply for an alternate means of compliance. The pilot project shall be granted an

automatic extension of time to operate the project pending the ~~Board of Corrections~~Corrections Standards Authority consideration of an alternate means of compliance.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: Section 209, Welfare and Institutions Code; 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996; Section 15376, Government Code.

Section 1304. Alternate Means of Compliance.

- (a) An alternate means of compliance is the long-term method used by a local juvenile facility/system, approved by the ~~Board of Corrections~~Corrections Standards Authority, to encourage responsible innovation and creativity in the operation of California's local juvenile facilities. The ~~Board of Corrections~~Corrections Standards Authority may, upon application of a city, county, or city and county, consider alternate means of compliance with these regulations either after the pilot project process has been successfully evaluated or upon direct application to the ~~Board of Corrections~~Corrections Standards Authority. The city, county, or city and county shall present the completed application to the ~~Board of Corrections~~Corrections Standards Authority no later than 30 days prior to the expiration of its pilot project, if needed.
- (b) Applications for alternate means of compliance shall meet the spirit and intent of improving facility management, shall be equal to, or exceed the intent of, existing standard(s), and shall include reporting and evaluation components. An application for alternate means of compliance shall include, at a minimum, the following information:
 - (1) any lawsuits brought against the applicant local facility, pertinent to the proposal;
 - (2) a summary of the "totality of conditions" in the facility or facilities, including but not limited to:
 - (A) program activities, exercise and recreation;
 - (B) adequacy of supervision;
 - (C) types of minors affected; and,
 - (D) classification procedures.
 - (3) a statement of the problem the alternate means of compliance is intended to solve, how the alternative shall contribute to a solution of the problem and why it is considered an effective solution;
 - (4) the projected costs of the alternative and projected cost savings to the city, county, or city and county, if any;
 - (5) a plan for developing and implementing the alternative including a time line where appropriate; and,
 - (6) a statement of how the overall goal of providing safety to staff and minors was or would be achieved during the pilot project evaluation phase.
- (c) The ~~Board of Corrections~~Corrections Standards Authority may consider applications for alternate means of compliance based on the relevance and appropriateness of the proposed alternative, the applicant's history of compliance/non-compliance with regulations, the completeness of the information provided in the application, the experiences of the jurisdiction during the pilot project, if applicable and staff recommendations.
- (d) Within 10 working days of receipt of the application, ~~Board~~CSA staff shall notify the applicant, in writing, that the application is complete and accepted for filing, or that the

application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the ~~Board of Corrections~~Corrections Standards Authority members from requesting additional information necessary to make a determination that the alternate means of compliance proposed meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application shall be placed on the agenda for the ~~Board~~CSA's consideration at a regularly scheduled meeting. The written notification from the ~~Board~~CSA to the applicant shall also include the date, time and location of the meeting at which the application shall be considered.

- (e) When an application for an alternate means of compliance is approved by the ~~Board of Corrections~~Corrections Standards Authority, the ~~Board~~CSA shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for which the alternate means of compliance shall be permitted. Regular progress reports and evaluative data as to the success of the alternate means of compliance shall be submitted by the applicant. If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.
- (f) The ~~Board of Corrections~~Corrections Standards Authority may revise the minimum standards during the next biennial review based on data and information obtained during the alternate means of compliance process. If, however, the alternate means of compliance does not have universal application, a city, county, or city and county may continue to operate under this status as long as they meet the terms of this regulation.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: Section 209, Welfare and Institutions Code; 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996; Section 15376, Government Code.

Section 1311. Emergency Suspension of Standards or Requirements.

Nothing contained herein shall be construed to deny the power of any facility administrator to temporarily suspend any standard or requirement herein prescribed in the event of any emergency which threatens the safety of a local juvenile facility, jail, lockup, minor, staff, or the public. Only such regulations directly affected by the emergency may be suspended. The facility administrator shall notify the ~~Board of Corrections~~Corrections Standards Authority in writing in the event that such a suspension lasts longer than three days. In no event shall a suspension continue more than 15 days without the approval of the chairperson of the ~~Board of Corrections~~Corrections Standards Authority for a time specified by him/her.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: Section 209, Welfare and Institutions Code; 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1312. Juvenile Criminal History Information.

Such juvenile criminal history information as is necessary for the conduct of facility inspections as specified in Section 209 of the Welfare and Institutions Code shall be made available to the staff of the ~~Board of Corrections~~Corrections Standards Authority. Such

information shall be held confidential except that published reports may contain such information in a form which does not identify an individual.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: Section 204.5 and 209, Welfare and Institutions Code; 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1314. Appeal.

The appeal hearing procedures are intended to provide a review concerning the ~~Board of Corrections~~Corrections Standards Authority application and enforcement of standards and regulations governing juvenile facilities. A county, city, city and county, or joint juvenile facility may appeal on the basis of alleged misapplication, capricious enforcement of regulations, or substantial differences of opinion as may occur concerning the proper application of regulations or procedures.

(a) Levels of Appeal.

(1) There are two levels of appeal as follows:

(A) appeal to the Executive Director; and,

(B) appeal to the ~~Board of Corrections~~Corrections Standards Authority.

(2) An appeal shall first be filed with the Executive Director.

(b) Appeal to the Executive Director.

(1) If a county, city, city and county, or joint juvenile facility is dissatisfied with an action of the ~~Board of Corrections~~Corrections Standards Authority staff, it may appeal the cause of the dissatisfaction to the Executive Director. Such appeal shall be filed within 30 calendar days of the notification of the action with which the county or city is dissatisfied.

(2) The appeal shall be in writing and:

(A) state the basis for the dissatisfaction;

(B) state the action being requested of the Executive Director; and,

(C) attach any correspondence or other documentation related to the cause for dissatisfaction.

(c) Executive Director Appeal Procedures.

(1) The Executive Director shall review the correspondence and related documentation and render a decision on the appeal within 30 calendar days except in those cases where the appellant withdraws or abandons the appeal.

(2) The procedural time requirement may be waived with the mutual consent of the appellant and the Executive Director.

(3) The Executive Director may render a decision based on the correspondence and related documentation provided by the appellant and may consider other relevant sources of information deemed appropriate.

(d) Executive Director's Decision.

The decision of the Executive Director shall be in writing and shall provide the rationale for the decision.

(e) Request for Appeal Hearing by ~~Board~~CSA.

(1) If a county, city, city and county, or joint juvenile facility is dissatisfied with the decision of the Executive Director, it may file a request for an appeal hearing with the ~~Board of Corrections~~Corrections Standards Authority. Such appeal shall be filed within 30 calendar days after receipt of the Executive Director's decision.

- (2) The request shall be in writing and:
 - (A) state the basis for the dissatisfaction;
 - (B) state the action being requested of the ~~Board~~CSA; and,
 - (C) attach any correspondence related to the appeal from the Executive Director.
- (f) ~~Board~~CSA Hearing Procedures.
 - (1) The hearing shall be conducted by a hearing panel designated by the Chairman of the ~~Board~~CSA at a reasonable time, date, and place, but not later than 21 days after the filing of the request for hearing with the ~~Board~~CSA, unless delayed for good cause. The ~~Board~~CSA shall mail or deliver to the appellant or authorized representative a written notice of the time and place of hearing not less than 7 days prior to the hearing.
 - (2) The procedural time requirements may be waived with mutual consent of the parties involved.
 - (3) Appeal hearing matters shall be set for hearing, heard, and disposed of by a notice of decision within 60 days from the date of the request for appeal hearing, except in those cases where the appellant withdraws or abandons the request for hearing or the matter is continued for what is determined by the hearing panel to be good cause.
 - (4) An appellant may waive a personal hearing before the hearing panel and, under such circumstances, the hearing panel shall consider the written information submitted by the appellant and other relevant information as may be deemed appropriate.
 - (5) The hearing is not formal or judicial in nature. Pertinent and relative information, whether written or oral, shall be accepted. Hearings shall be tape recorded.
 - (6) After the hearing has been completed, the hearing panel shall submit a proposed decision in writing to the ~~Board of Corrections~~Corrections Standards Authority at its next regular public meeting.
- (g) ~~Board of Corrections~~Corrections Standards Authority Decision.
 - (1) The ~~Board of Corrections~~Corrections Standards Authority, after receiving the proposed decision, may:
 - (A) adopt the proposed decision;
 - (B) decide the matter on the record with or without taking additional evidence; or,
 - (C) order a further hearing to be conducted if additional information is needed to decide the issue.
 - (2) the ~~Board~~CSA, or notice of a new hearing ordered, notice of decision or other such actions shall be mailed or otherwise delivered by the ~~Board~~CSA to the appellant.
 - (3) The record of the testimony exhibits, together with all papers and requests filed in the proceedings and the hearing panel's proposed decision, shall constitute the exclusive record for decision and shall be available to the appellant at any reasonable time for one year after the date of the ~~Board~~CSA's notice of decision in the case.
 - (4) The decision of the ~~Board of Corrections~~Corrections Standards Authority shall be final.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1320. Appointment and Qualifications.

(a) Appointment

In each juvenile facility there shall be a superintendent, director or facility manager in charge of its program and employees. Such superintendent, director, facility manager and other employees of the facility shall be appointed by the facility administrator pursuant to applicable provisions of law.

(b) Employee Qualifications

Each facility shall:

- (1) recruit and hire employees who possess knowledge, skills and abilities appropriate to their job classification and duties in accordance with applicable civil service or merit system rules;
- (2) require a medical evaluation and physical examination including tuberculosis screening test and evaluation for immunity to contagious illnesses of childhood (i.e., diphtheria, rubeola, rubella, and mumps);
- (3) adhere to the minimum standards for the selection and training requirements adopted by the ~~Board~~CSA pursuant to Section 6035 of the Penal Code; and,
- (4) conduct a criminal records review and psychological examination in accordance with Section 1029 et seq. of the Government Code.

- (c) Contract personnel, volunteers, and other non-employees of the facility, who may be present at the facility, shall have such clearance and qualifications as may be required by law, and their presence at the facility shall be subject to the approval and control of the facility manager.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1321. Staffing.

Each juvenile facility shall:

- (a) have an adequate number of personnel sufficient to carry out its program, to provide for safety and security of minors and staff, and meet established standards and regulations;
- ~~(b)~~ ensure that ~~No~~ required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances;
- ~~(b)(c)~~ have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members;
- ~~(c)(d)~~ have a clearly identified person on duty at all times who is responsible for ~~all~~ operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 training;
- ~~(d)(e)~~ have at least one staff member present on each living unit whenever there is a minor or minors in the living unit;
- ~~(e)(f)~~ have sufficient food service personnel relative to the number and security of living units, including staff qualified and available to: plan menus meeting nutritional requirements of the gender and age groups fed; provide kitchen supervision; direct food preparation and servings; conduct related training programs for culinary staff; and maintain necessary records; or, a facility may serve food that meets nutritional standards prepared by an outside source; ~~and~~
- ~~(f)(g)~~ have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, institutional security and other support staff for the efficient management of the facility, and to ensure that child supervision staff shall not be diverted from supervising minors.;

| (gh) assign sufficient child supervision staff to provide continuous wide awake supervision of minors, subject to temporary variations in staff assignments to meet special program needs. Staffing shall be in compliance with a minimum child-staff ratio for the following facility types:

(1) Juvenile halls

- (A) during the hours that minors are awake, one wide-awake child supervision staff member on duty for each 10 minors in detention;
- (B) during the hours that minors are asleep, one wide-awake child supervision staff member on duty for each 30 minors in detention;
- (C) at least two wide-awake child supervision staff members on duty at all times, regardless of the number of minors in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies; and,
- (D) at least one child supervision staff member on duty who is the same gender as minors housed in the facility.

(2) Special Purpose Juvenile Halls

- (A) during the hours that minors are awake, one wide-awake child supervision staff member on duty for each 10 minors in detention;
- (B) during the hours that minors are asleep, one wide-awake child supervision staff member on duty for each 30 minors in detention;
- (C) at least two wide-awake child supervision staff members on duty at all times, regardless of the number of minors in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies; and,
- (D) at least one child supervision staff member on duty who is the same gender as minors housed in the facility, unless an arrangement has been made for immediate same gender supervision.

(3) Camps

- (A) during the hours that minors are awake, one wide-awake child supervision staff member on duty for each 15 minors in the camp population;
- (B) during the hours that minors are asleep, one wide-awake child supervision staff member on duty for each 30 minors present in the facility;
- (C) at least two wide-awake child supervision staff members on duty at all times, regardless of the number of minors in residence, unless arrangements have been made for backup support services which allow for immediate response to emergencies;
- (D) at least one child supervision staff member on duty who is the same gender as minors housed in the facility;
- (E) in addition to the minimum staff to child ratio required in (c)(2)(A), consideration shall be given to the size, design, and location of the camp; types of offenders committed to the camp; and the function of the camp in determining the level of supervision necessary to maintain the safety and welfare of minors and staff;

- (F) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, farm, forestry, kitchen or maintenance shall not be classified as child supervision staff positions;
~~and;~~

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1323. Fire and Life Safety.

Whenever there is a minor in a juvenile facility, there shall be at least one person on duty at all times who meets the training standards established by the ~~Board of Corrections~~Corrections Standards Authority for general fire and life safety which relate specifically to the facility.

NOTE: Authority cited: Section 6030 Penal Code; Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1324. Policy and Procedures Manual.

All facility administrators shall develop, publish, and implement a manual of written policies and procedures that address, at a minimum, all regulations that are applicable to the facility. Such a manual shall be made available to all employees, reviewed by all employees, and shall be administratively reviewed annually, and updated, as necessary. Those records relating to the standards and requirements set forth in these regulations shall be accessible to the ~~Board of Corrections~~Corrections Standards Authority on request.

The manual shall include:

- (a) table of organization, including channels of communications and a description of job classifications;
- (b) responsibility of the probation department, purpose of programs, relationship to the juvenile court, the Juvenile Justice/Delinquency Prevention Commission or Probation Committee, probation staff, school personnel and other agencies that are involved in juvenile facility programs;
- (c) responsibilities of all employees;
- (d) initial orientation and training program for employees;
- (e) initial orientation, including safety and security issues, for support staff, contract employees, school and medical staff, program providers and volunteers;
- (f) maintenance of record-keeping, statistics and communication system to ensure:
 - (1) efficient operation of the juvenile facility;
 - (2) legal and proper care of minors;
 - (3) maintenance of individual minor's records;
 - (4) supply of information to the juvenile court and those authorized by the court or by the law;
 - (5) release of information regarding minors; ~~and~~
- (f) ethical responsibilities;
- (g) a non-discrimination provision that provides that all minors within the facility shall have fair and equal access to all available services, placement, care, treatment, and benefits, and

provides that no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status; and,

(h) storage and maintenance requirements for any chemical agents used in the facility.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1325. Fire Safety Plan.

The facility administrator shall consult with the local fire department having jurisdiction over the facility, or with the State Fire Marshal, in developing a plan for fire safety which shall include, but not be limited to:

- (a) a fire prevention plan to be included as part of the manual of policy and procedures;
- (b) monthly fire and life safety inspections by facility staff with two year retention of the inspection record;
- (c) ~~annual~~ fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b) ~~which requires annual inspections~~;
- (d) an evacuation plan;
- (e) documented fire drills not less than quarterly;
- (f) a written plan for the emergency housing of minors in the case of fire; and,
- (g) development of a fire suppression pre-plan in cooperation with the local fire department.

NOTE: Authority cited: Section 6030 Penal Code; Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1340. Reporting of Legal Actions.

Each facility shall submit to the ~~Board of Corrections~~ Corrections Standards Authority a letter of notification on each legal action, pertaining to conditions of confinement, filed against persons or legal entities responsible for juvenile facility operation.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1341. Death and Serious Illness or Injury of a Minor While Detained.

In any case in which a minor dies while detained in a juvenile facility :

- (a) The administrator of the facility shall provide to the ~~Board of Corrections~~ Corrections Standards Authority a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted to the ~~Board~~ CSA within 10 calendar days after the death.
- (b) Upon receipt of a report of death of a minor from the administrator, the ~~Board~~ CSA may within 30 calendar days inspect and evaluate the juvenile facility, jail, lockup or court

holding facility pursuant to the provisions of this subchapter. Any inquiry made by the ~~Board~~CSA shall be limited to the standards and requirements set forth in these regulations.

- (c) The health administrator, in cooperation with the facility administrator, shall develop written policy and procedures to assure that there is a medical and operational review of every in-custody death of a minor. The review team shall include the facility administrator and/or the facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.
- (d) The facility administrator, in cooperation with the health administrator and the mental health director, shall develop written policies and procedures~~instructions~~ for handling deaths, suicide attempts, suicide prevention and for notification of the Juvenile Court and the parent, guardian, or person standing in loco parentis, in the event of a serious illness, injury or death of a minor.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: Section 209, Welfare and Institutions Code; 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1342. Population Accounting.

Each juvenile facility shall submit required population and profile survey reports to the ~~Board of Corrections~~Corrections Standards Authority within 10 working days after the end of each reporting period, in a format to be provided by the ~~Board~~CSA.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1343. Juvenile Facility Capacity.

The ~~Board of Corrections~~Corrections Standards Authority shall establish the maximum capacity of a juvenile facility based on statute and applicable regulations. When the number of minors detained in a living unit of a juvenile facility exceeds its maximum capacity for more than fifteen (15) calendar days in a month, the facility administrator shall provide a crowding report to the ~~Board~~CSA in a format provided by the ~~Board~~CSA. The Executive Director of the ~~Board of Corrections~~Corrections Standards Authority shall review the juvenile facility's report and initiate a process to make a preliminary determination if the facility is suitable for the continued confinement of minors. If the Executive Director determines that the facility is unsuitable for the confinement of minors, the recommendation shall be reviewed by the ~~Board of Corrections~~Corrections Standards Authority at the next scheduled meeting. Notice of the ~~Board~~CSA's findings and/or actions shall be public record and, at a minimum, will be provided to the facility administrator, presiding juvenile court judge, chairperson of the board of supervisors and juvenile justice commission within ten working days of the ~~Board~~CSA meeting.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1350. Admittance Procedures.

The facility administrator shall develop written policies and procedures for admittance of minors. In addition to the requirements of Sections 1324 and 1430 of these regulations:

- (a) juvenile halls shall assure that a minor shall be allowed access to a telephone, in accordance with the provisions of Welfare and Institution Code Section 627; ~~and,~~
- (b) ~~juvenile hall administrators shall establish written criteria for detention; and,~~
- (~~bc~~) juvenile camps shall include policies and procedures that advise the minor of the estimated length of stay, and shall develop program guidelines that include written screening criteria for inclusion and exclusion from the program.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1353. Orientation.

The facility administrator shall develop written policies and procedures to orient a minor prior to placement in a living area. Both written and verbal information shall be provided. Provision shall be made to provide information to minors who are impaired, illiterate or do not speak English. Orientation shall include:

- (a) facility rules and disciplinary procedures;
- (b) grievance procedures;
- (c) access to legal services;
- (d) access to health care services;
- (e) access to counseling services;
- (f) access to religious services;
- (g) access to educational services;
- (h) information on the court process;
- (i) ~~(e)~~—housing assignments;
- (j) ~~(f)~~—availability of personal care items and opportunity for personal hygiene;
- (k) ~~(g)~~—correspondence, visiting and telephone use;
- (l) ~~(h)~~—availability of reading materials, programs, and activities;
- (m) ~~(i)~~—use of restraints and chemical agents;
- (n) ~~(j)~~—use of force; and,
- (o) ~~(k)~~—emergency and evacuation procedures.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1357. Use of Force.

The facility administrator, in cooperation with the responsible physician, shall develop written policies and procedures for the use of force, which may include chemical agents. Force shall never be applied as punishment, discipline or treatment.

- (a) At a minimum, each facility shall develop policy statements which:

- (1) define the term "force," and address the escalation and appropriate level of force, while emphasizing the need to avoid the use of force whenever possible and using only that the amount of force necessary to ensure the safety of minors and others;
 - (2) describe the requirements for staff to report the use of force, and to take affirmative action to stop the inappropriate use of force;
 - (3) define the role, ~~and~~ notification, and follow-up procedures of medical and mental health staff concerning the use of force; and,
 - (4) define the training which shall be provided and required for the use of force, which includes, but is not limited to, known medical conditions that would contraindicate certain types of force; acceptable chemical agents; methods of application; signs or symptoms that should result in immediate referral to medical or mental health staff; and, requirements of the decontamination of chemical agents, if such agents are utilized.
- (b) Policies and procedures shall be developed which include, but are not limited to, the types, levels and application of force, documentation of the use of force, a grievance procedure, a system for investigation of the use of force and administrative review, and discipline for the improper use of force. Such procedures shall address:
- (1) the specific use of physical, chemical agent, lethal, and non-lethal force that may, or may not, be used in the facility; and,
 - (2) a standardized format, time period, and procedure for reporting the use of force, including the reporting requirements of management and line staff.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1360. Searches.

The facility administrator shall develop written policies and procedures governing the search of minors, the facility, and visitors. Searches shall be conducted to ensure the safety and security of the facility, and to provide for the safety and security of the public, visitors, minors, and staff. ~~Searches may be conducted as deemed necessary by the facility manager on a routine or random basis.~~ Searches shall not be conducted for harassment or as a form of discipline or punishment. ~~Body cavity searches, as defined in Penal Code Section 4030, shall be conducted by medical personnel.~~ Written procedures shall address each of the following:

- (a) intake searches ~~which may include pat downs, metal detector, and clothing searches. (Strip searches and visual body searches shall be conducted only with prior supervisory approval, and only upon reasonable suspicion that a minor is in possession of a weapon or contraband, as provided in Penal Code Section 4030; minors accused of felonies may, in addition to the preceding, be visually observed during the shower process by a staff member of the same sex as the minor);~~
- (b) searching minors who are returning from activities outside of the living unit, court, or from another facility, or visiting; ~~when appropriate, the searches may include pat down, metal detector, clothing, strip, and visual body cavity searches;~~
- (c) facility searches ~~that address procedures to search both minors and their personal property within the facility;~~
- (d) ~~limited administrative searches of visitors to ensure the safety, security, and sound operation of the facility; and,~~

- (e) cross gender supervision. ~~shall distinguish between visual supervision, pat down searches, and more intrusive searches, as well as the suspension of restrictive procedures during emergencies, in conformance with Penal Code Section 4030.~~

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1361. Grievance Procedure.

The facility administrator shall develop written policies and procedures whereby any minor may appeal and have resolved grievances relating to any condition of confinement, including but not limited to health care services, classification decisions, program participation, telephone, mail or visiting procedures, and food, clothing, or bedding. Policies and procedures shall include provisions whereby the facility manager ensures:

- (a) a grievance form and instructions for registering a grievance, which includes provisions for the minor to have free access to the form;
- (b) the minor shall have the option to confidentially file the grievance or to deliver the form to any child care supervision staff working in the facility;
- (~~b~~c) resolution of the grievance at the lowest appropriate staff level;
- (~~e~~d) provision for a prompt review and response to grievances within a specified time limit;
 - (1) The minor may elect to be present to explain his/her version of the grievance to a person not directly involved in the circumstances which led to the grievance.
 - (2) Provision for a staff representative approved by the facility administrator to assist the minor.
- (~~d~~e) provision for a written response to the grievance which includes the reasons for the decisions; and,
- (~~e~~f) a system which provides that any appeal of a grievance shall be heard by a person not directly involved in the circumstances which led to the grievance.

Whether or not associated with a grievance, concerns of parents, guardians, staff or other parties shall be addressed and documented in accordance with written policies and procedures within a specified timeframe.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1363. Use of Reasonable Force to Collect DNA Specimens, Samples, Impressions.

(a) Pursuant to Penal Code Section 298.1 authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, and thumb or palm print impressions from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296 and who refuse following written or oral request.

(1) For the purpose of this regulation, the “use of reasonable force” shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance with this regulation.

(2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.

(b) The force shall not be used without the prior written authorization of the supervising officer on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.

(1) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency for the length of time required by statute. Notwithstanding the use of the video as evidence in a court proceeding, the tape shall be retained administratively.

(2) Within 10 days of the use of reasonable force pursuant to this regulation, the facility administrator shall send a report to the Corrections Standards Authority, documenting a refusal to voluntarily submit the requisite specimen, sample or impression; the use of reasonable force to obtain the specimen, sample or impression, if any; the type of force used; the efforts undertaken to obtain voluntary compliance; and whether medical attention was needed by the juvenile offender or other person as a result of reasonable force being used.

NOTE: Authority cited: Section 295, et sec Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1370. Education Program.

(a) School Programs

The County Board of Education shall provide for the administration and operation of juvenile court schools in conjunction with the ~~e~~C~~h~~ief ~~p~~P~~r~~obation ~~o~~O~~f~~ficer, or designee. The school and facility administrators shall develop written policy and procedures to ensure communication and coordination between educators and probation staff. The facility administrator shall request an annual certification review of each required element of the program by ~~from~~ the sSuperintendent of sSchools, and a report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance ~~that the program complies~~ with this section.

(b) Required Elements

The facility school program shall comply with the State Education Code and County Board of Education policies and provide for an annual evaluation of the educational program offerings. Minors shall be provided a quality educational program that includes instructional strategies designed to respond to the different learning styles and abilities of students.

(1) The course of study shall comply with the State Education Code and include, but not be limited to, the following:

- (A) English/Language Arts;
- (B) Social Sciences;
- (C) Physical Education;
- (D) Science;
- (E) Health;
- (F) Mathematics;
- (G) Fine Arts/Foreign Language; and,

- (H) Electives (including career education).
- (2) General Education Development (GED) preparation shall be provided for all eligible youth.
- (3) The minimum school day shall be consistent with ~~California~~-State Education Code Requirements for juvenile court schools.
- (c) School Discipline
 - (1) The educational program shall be integrated into the facility's overall behavioral management plan and security system.
 - (2) School staff shall be advised of administrative decisions made by probation staff that may affect the educational programming of students.
 - (3) Expulsion/suspension from school shall follow the appropriate due process safeguards as set forth in the State Education Code including the rights of students with special needs.
 - (4) The facility administrator, in conjunction with education staff will develop policies and procedures that address the rights of any student who has continuing difficulty completing a school day.
- (d) Provisions for Individuals with Special Needs
 - (1) Educational instruction shall be provided to minors restricted to high security or other special units.
 - (2) State and federal laws shall be observed for individuals with special education needs.
 - (3) Non-English speaking minors, and those with limited English-speaking skills, shall be afforded an educational program.
- (e) Educational Screening and Admission
 - (1) Minors shall be interviewed after admittance and a written record prepared that documents a minor's educational history, including but not limited to:
 - (A) school progress;
 - (B) Home Language Survey;
 - (C) special needs; and,
 - (D) discipline problems.
 - (2) Not later than three school days after admission to the facility the minor shall be enrolled in school; and the educational staff shall conduct an assessment to determine the minor's general academic functioning levels to enable placement in core curriculum courses.
 - (3) After admission to the facility, a preliminary education plan shall be developed for each minor within five school days.
 - (4) If a minor is detained, the education staff shall request the minor's transcript from his/her prior school. Copies of the student's Individual Education Program (IEP) and 504 Plan will also be requested. Upon receipt of the transcripts, the minor's educational plan shall be reviewed and modified as needed.
- (f) Educational Reporting
 - (1) The complete facility educational record of the minor shall be forwarded to the next educational placement in accordance with the State Education Code. ~~school district or educational program upon request by the school or parent.~~

- (2) The County Superintendent of Schools shall provide appropriate credit (full or partial) for course work completed while in juvenile court school. ~~and consult with public school districts to accept credit for course work.~~

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1374. Visiting.

The facility administrator shall develop written policies and procedures for visiting that include provisions for special visits. Minors shall be allowed to receive visits by parents, guardians or persons standing in loco parentis, at reasonable times, subject only to the limitations necessary to maintain order and security. Opportunity for visitation shall be a minimum of ~~one~~ visit totaling one-two hours per week. Visits may be supervised, but conversations shall not be monitored unless there is a security or safety need.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1375. Correspondence.

The facility administrator shall develop and implement written policies and procedures for correspondence which provide that:

- (a) there is no limitation on the volume of mail that minors may send or receive;
- (b) minors may send two letters per week postage free;
- (c) minors may correspond confidentially with state and federal courts, any member of the State Bar or holder of public office, and the State ~~Board of Corrections~~ Corrections Standards Authority; however, authorized facility staff may open and inspect such mail only to search for contraband and in the presence of the minor; and,
- (d) incoming and outgoing mail, other than that described in (c), may be read by staff only when there is reasonable cause to believe facility safety and security, public safety, or minor safety is jeopardized.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1377. Access to Legal Services.

The facility administrator shall develop written procedures to ensure the right of minors to have access to the courts and legal services. Such access shall include:

- (a) access, upon request by the minor, to licensed attorneys and their authorized representatives;
- (b) provision for confidential consultation with attorneys; and,
- (c) unlimited postage-free, legal correspondence and cost free telephone access as appropriate.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1378. Social Awareness Program.

Programs designed to promote social awareness and reduce recidivism shall be provided. Social Awareness Programs shall take into consideration the needs of male and female minors. Such programs may be provided under the direction of the County Board of Education or the chief probation officer and may include: victim awareness; conflict resolution; anger management; parenting skills; juvenile justice; self-esteem; building effective decision making skills; appropriate gender specific programming; and, other topics that suit the needs of the minor. There will be a written annual record review of the programs by the responsible agency to ensure that program content offered is current, consistent, and relevant to the population.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1390. Discipline.

The facility administrator shall develop written policies and procedures for the discipline of minors that shall promote acceptable behavior. Discipline shall be imposed at the least restrictive level which promotes the desired behavior. Discipline shall not include corporal punishment, group punishment, physical or psychological degradation or deprivation of the following:

- (a) bed and bedding;
- (b) daily shower, access to drinking fountain, toilet and personal hygiene items, and clean clothing;
- (c) full nutrition;
- (d) contact with parent or attorney;
- (e) exercise;
- (f) medical services and counseling;
- (g) religious services;
- (h) clean and sanitary living conditions;
- (i) the right to send and receive mail; and,
- (j) education.

The facility administrator shall establish rules of conduct and disciplinary penalties to guide the conduct of minors. Such rules and penalties shall include both major violations and minor

violations, be stated simply and affirmatively, and be made available to all minors. Provision shall be made to provide the information to minors who are impaired, illiterate or do not speak English.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1407. Confidentiality.

- a) For each juvenile facility that provides on-site health services, the health administrator, in cooperation with the facility administrator, shall establish policy and procedures, consistent with applicable laws, for the multi-disciplinary sharing of health information. These policies and procedures shall address the provision for providing information to the court, child supervision staff and to probation. Information in the minor's case file shall be shared with the health care staff when relevant. The nature and extent of information shared shall be appropriate to treatment planning, program needs, protection of the minor or others, management of the facility, maintenance of security, and preservation of safety and order.
- b) Medical and mental health services shall be conducted in a private manner such that information can be communicated confidentially.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: Section 209, Welfare and Institutions Code; 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1437. Mental Health Services and Transfer to a Treatment Facility.

The health administrator/responsible physician, in cooperation with the mental health director and the facility administrator, shall establish policies and procedures to provide mental health services. These services shall include, but not be limited to:

- (a) screening for mental health problems at intake;
- (b) crisis intervention and the management of acute psychiatric episodes;
- (c) stabilization of persons with mental disorders and the prevention of psychiatric deterioration in the facility setting;
- (d) elective therapy services and preventive treatment where resources permit;
- (e) medication support services;
- (f) provision for timely referral, transportation, and admission to licensed mental health facilities, and follow-up for minors whose psychiatric needs exceed the treatment capability of the facility; and,
- (g) assurance that any minor who displays significant symptoms of severe depression, suicidal ideation, irrational, violent or self destructive behaviors, or who is receiving psychotropic medication shall be provided a mental status assessment by a licensed mental health clinician, psychologist, or psychiatrist.

—Mentally disordered minors who appear to be a danger to themselves or others, or to be gravely disabled, shall be evaluated pursuant to Penal Code Section 4011.6 or Welfare and Institutions Code Section 6551. The minor may be evaluated by licensed health personnel to determine if treatment can be initiated at the juvenile facility.

Absent an emergency, unless the juvenile facility has been designated as a Lanterman-Petris-Short (LPS) facility, and minors meet the criteria for involuntary commitment under the LPS Act in Welfare and Institutions Code Section 5000 et seq., all services shall be provided on a voluntary basis. Voluntary mental health admissions may be sought pursuant to Penal Code Section 4011.8 or Welfare and Institutions Code Section 6552.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1438. Pharmaceutical Management.

For all juvenile facilities, the health administrator, in consultation with a pharmacist and in cooperation with the facility administrator, shall develop written policy, establish procedures, and provide space and accessories for the secure storage, controlled administration, and disposal of all legally obtained drugs.

- (a) Such policies, procedures, space and accessories shall include, but not be limited to, the following:
 - (1) securely lockable cabinets, closets, and refrigeration units;
 - (2) a means for the positive identification of the recipient of the prescribed medication;
 - (3) administration/delivery of medicines to minors as prescribed;
 - (4) confirmation that the recipient has ingested the medication;
 - (5) documenting that prescribed medications have or have not been administered, by whom, and if not, for what reason;
 - (6) prohibition of the delivery of medication from one minor to another;
 - (7) limitation to the length of time medication may be administered without further medical evaluation;
 - (8) the length of time allowable for a physician's signature on verbal orders;
 - (9) training for non-licensed personnel which includes, but is not limited to: delivery procedures and documentation; recognizing common symptoms and side-effects that should result in contacting health care staff for evaluation; procedures for consultation for confirming ingestion of medication; and, consultation with health care staff for monitoring the minor's response to medication; and,
 - (10) a written report shall be prepared by a pharmacist, no less than annually, on the status of pharmacy services in the institution. The pharmacist shall provide the report to the health authority and the facility administrator.
- (b) Consistent with pharmacy laws and regulations, the health administrator shall establish written protocols that limit the following functions to being performed by the identified personnel:
 - (1) Procurement shall be done only by a physician, dentist, pharmacist, or other persons authorized by law.
 - (2) Storage of medications shall assure that stock supplies of legend medications shall only be accessed by licensed health personnel. Supplies of legend medications that have been properly dispensed and supplies of over-the-counter medications may be accessed by both licensed and trained non-licensed personnel.
 - (3) Repackaging shall only be done by a physician, dentist, pharmacist, or other persons authorized by law.

- (4) Preparation of labels can be done by a physician, dentist, pharmacist or other personnel, both licensed and trained non-licensed, provided the label is checked and affixed to the medication container by the physician, dentist, or pharmacist before administration or delivery to the minor. Labels shall be prepared in accordance with Section 4047.5 of the Business and Professions Code.
- (5) Dispensing shall only be done by a physician, dentist, pharmacist, or other person authorized by law.
- (6) Administration of medication shall only be done by licensed health personnel who are authorized to administer medication and acting on the order of a prescriber.
- (7) Licensed health care personnel and trained non-licensed personnel may deliver medication acting on the order of a prescriber.
- (8) Disposal of legend medication shall be done in accordance with pharmacy laws and regulations and requires any combination of two of the following classifications: physician, dentist, pharmacist, or registered nurse. Controlled substances shall be disposed of in accordance with Drug Enforcement Administration disposal procedures.
- (9) The responsible physician shall establish policies and procedures for managing and providing over-the-counter medications to minors.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1439. Psychotropic Medications.

The health administrator/responsible physician, in cooperation with the mental health director and the facility administrator, shall develop written policies and procedures governing the use of voluntary and involuntary psychotropic medications.

- (a) These policies and procedures shall include, but not be limited to:
 - (1) protocols for physicians' written and verbal orders for psychotropic medications in dosages appropriate to the minor's need;
 - (2) requirements that verbal orders be entered in the minor's health record and signed by a physician within 72 hours;
 - (3) the length of time voluntary and involuntary medications may be ordered and administered before re-evaluation by a physician;
 - (4) provision that minors who are on psychotropic medications prescribed in the community are continued on their medications pending re-evaluation and further determination by a physician;
 - (5) provision that the necessity for continuation on psychotropic medications is addressed in pre-release planning and prior to transfer to another facility or program; and,
 - (6) provision for regular clinical/administrative review of utilization patterns for all psychotropic medications, including every emergency situation.
- (b) Psychotropic medications shall not be administered to a minor absent an emergency unless informed consent has been given by the legally authorized person or entity.
 - (1) Minors shall be informed of the expected benefits, potential side effects and alternatives to psychotropic medications.
 - (2) Absent an emergency, minors may refuse treatment.
- (c) Minors found by a physician to be a danger to themselves or others by reason of a mental disorder may be involuntarily given psychotropic medication immediately necessary for

the preservation of life or the prevention of serious bodily harm, and when there is insufficient time to obtain consent from the parent, guardian, or court before the threatened harm would occur. It is not necessary for harm to take place or become unavoidable prior to initiating treatment.

- (d) Assessment and diagnosis must support the administration of psychotropic medications. Administration of psychotropic medication is not allowed for ~~disciplinary reasons~~ coercion, discipline, convenience or retaliation.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1450. Suicide Prevention Program.

The health administrator, in cooperation with the mental health director and the facility administrator, shall develop a written suicide prevention plan, with policies and procedures to prevent and respond to crisis. train staff to ~~Staff training shall include, but not be limited to, identification of identify~~ minors who present a suicide risk, ~~appropriately monitor appropriate monitoring of~~ their condition, ~~and provide the~~ necessary treatment and follow-up and emergency response protocols for self-injurious behaviors.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996

Section 1461. Minimum Diet.

The minimum diet provided shall be based upon the nutritional and caloric requirements found in the ~~1989 Recommended Dietary Allowances (RDA) of the Food and Nutrition Board of the National Research Council, National Academy of Sciences; 2001 1999-2002~~ Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies; the 1990 California Daily Food Guide, and the ~~2000~~ 2005 Dietary Guidelines for Americans. Facilities electing to provide vegetarian diets, and facilities that provide religious diets, shall also conform to these nutrition standards.

The nutritional requirements for the minimum diet are specified in the following subsections. Snacks may be included as part of the minimum diet. A wide variety of foods should be served and spices should be used to improve the taste and eye appeal of food served.

- (a) Protein Group. Includes: beef, veal, lamb, pork, poultry, fish, eggs, cooked dry beans, peas, lentils, nuts, peanut butter, and textured vegetable protein (TVP). One serving equals 14 grams or more of protein; the daily requirements shall equal two servings. In addition, there shall be a requirement to serve a third serving from the legumes three days a week. One serving equals, but is not limited to, one of the following examples:
- 2 to 3 oz. (without bone) lean, cooked meat, poultry or fish
 - 2 medium eggs
 - 1 cup cooked dry beans, peas, or lentils
 - 4 Tbsp. peanut butter
 - 8 oz. tofu
 - 2 1/4 oz. dry, or 1 cup rehydrated, canned, or frozen TVP
 - 1/2 cup seeds

2/3 cup nuts

- (b) Dairy Group. Includes milk (fluid, evaporated or dry; nonfat; 1% or 2% reduced fat, etc.); cheese (cottage, cheddar, etc.); yogurt; ice cream or ice milk, and pudding. A serving is equivalent to 8 oz. of fluid milk and provides at least 250 mg of calcium. All milk shall be pasteurized and fortified with vitamins A and D. For persons 9-18 years of age, including pregnant and lactating women, the daily requirement is four servings.

One serving equals, but is not limited to, one of the following examples:

8 oz. fluid milk (nonfat, 1% or 2% reduced fat)
1 1/2 oz. natural cheese
2 oz. processed cheese
1 1/2 cups of lowfat, or nonfat cottage cheese
1 1/2 cups of ice milk, or ice cream
1/3 cup nonfat dry milk
1/2 cup nonfat, or lowfat evaporated milk
1 cup nonfat, or lowfat plain yogurt
1 cup pudding

- (c) Vegetable-Fruit Group. Includes: fresh, frozen, dried, and canned vegetables and fruits. One serving equals: 1/2 cup vegetable or fruit; 6 oz. of 100% juice; 1 medium apple, orange, banana, or potato; 1/2 grapefruit, or 1/4 cup dried fruit. The daily requirement shall be at least six servings; at least one serving shall be from each of the following three categories:

- (1) One serving of a fresh fruit or vegetable.
(2) One serving of a Vitamin C source containing 30 mg. or more. One serving equals, but is not limited to, the following examples:

Broccoli	Orange juice
Brussels Sprouts	Potato (baked only)
Cabbage	Strawberries
Cantaloupe, or honeydew melon	Tangerine, large
Cauliflower	Tomato paste
Green and red peppers (not dehydrated)	Tomato puree
Greens collards including kale, turnip, and mustard greens	Tomato juice
Grapefruit	Tomato sauce (6 oz.)
Grapefruit juice	Vegetable juice cocktail
Orange	

- (3) One serving of a Vitamin A source fruit or vegetable containing 200 micrograms Retinol Equivalents (RE) or more. One serving equals, but is not limited to, the following examples:

Apricot nectar (6 oz.)	Peas and carrots
Apricots	Pumpkin
Cantaloupe	Red peppers
Carrots	Sweet potatoes or yams
Greens, including kale, beets, chard, mustard, turnips, or spinach	Vegetable juice cocktail (6 oz.)
Mixed vegetables with carrots	Winter squash

(d) Grain Group. Includes: bread, rolls, pancakes, sweet rolls, ready-to-eat, or cooked cereals, corn bread, pasta, rice, tortillas, etc., and any food item containing whole or enriched grains. At least three servings from this group must be made with some whole grains. The daily requirement for minors shall be a minimum of six servings. One serving equals, but is not limited to, one of the following examples:

Bread, white (including French and Italian),	1 slice
whole wheat, rye, pumpernickel, or raisin	
Bagel, small	1/2
English muffin, small	1/2
Plain roll, muffin or biscuit	1
Frankfurter roll	1/2
Hamburger bun	1/2
Dry bread crumbs	3 Tbsp.
Crackers:	
Arrowroot	3
Graham, 2 1/2 "	2
Matzo, 4" x 6"	1/2
Oyster	20
Pretzels, 3 1/8" long, 1/8" diameter	25
Rye wafers, 2" x 3 1/2"	3
Soda, 2 1/2" sq.	6
Ready-to-eat unsweetened cereal	3/4 cup
Cereal, cooked	1/2 cup
Barley, couscous, grits, macaroni, noodles,	1/2 cup
pastas, rice, spaghetti, etc.	
Cornmeal, dry	2 Tbsp.
Flour (wheat, whole wheat, carob, soybean,	2 1/2 Tbsp.
cornmeal, etc.)	
Wheat germ	1/4 cup
Pancakes, 5"	1
Waffle, 5"	1
Tortilla, 6" (corn/flour)	1

The following are examples of whole grains and whole grain products:

Barley	Pumpernickel bread
Bran	Rolled oats
Brown rice	Rye
Corn meal	Whole grain
tortilla	bagels, muffins, and crackers,
	graham
baked taco/tostada shell	hot cereal
Cracked wheat (bulgur)	pancakes and waffles
Flour	ready-to-eat cereal
carob	Whole wheat
soybean	bread
whole wheat	rolls
Oatmeal	tortilla
Popcorn	

- (e) Calories. The average daily caloric allowances shall be as follows: 2200 calories for females 11 to 18 years of age; 2500 to 3000 calories for males 11 to 18 years of age. ~~The RDA allows for a plus or minus 20% of the recommended caloric intake.~~

- (1) Providing only the minimum servings outlined earlier in this regulation is not sufficient to meet the minors' caloric requirements. Based on activity levels, additional servings from dairy, vegetable-fruit, and bread-cereal groups shall be provided in amounts to meet caloric requirements. Pregnant minors shall be provided with a supplemental snack, if medically indicated.
- (2) In keeping with chronic disease prevention goals, total dietary fat should not exceed 30 percent of total calories on a weekly basis. Fat shall be added only in minimum amounts necessary to make the diet palatable.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1462. Therapeutic-Medical Diets.

Only the attending physician shall prescribe a therapeutic-medical diet. The therapeutic medical diets utilized by a facility shall be planned, prepared, and served with the consultation of a registered dietitian. The facility manager shall comply with any therapeutic-medical diet prescribed for a minor. Diet orders shall be maintained on file for at least one year.

The facility manager and responsible physician shall ensure that the therapeutic-medical diet manual, with sample menus for therapeutic-medical diets, shall be available in both the medical unit and the food service office for reference and information. A registered dietitian shall review, and the responsible physician shall approve the diet manual on an annual basis.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1480. Standard Facility Clothing Issue.

The minor's personal clothing and footwear may be substituted for the institutional clothing and footwear specified in this regulation. The facility has the primary responsibility to provide clothing and footwear. Clothing provisions shall ensure that:

- (a) clothing is clean, reasonably fitted, durable, easily laundered, and in good repair; and
- (b) the standard issue of climatically suitable clothing for minors shall consist of but not be limited to:
 - (1) socks and serviceable footwear;
 - (2) outer garments; and,
 - (3) undergarments, that are freshly laundered and ~~substantially~~ free of stains, including shorts and tee shirts for males, and bra and panties for females.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.

Section 1501. Bedding and Linen Exchange.

The facility administrator shall develop written policies and procedures for the scheduled exchange of laundered bedding and linen issued to each minor housed. Washable items such as sheets, mattress covers, pillow cases and towels shall be exchanged for clean replacement at least once each week.

The covering blanket shall be cleaned or laundered ~~at least every three months~~ once a month.

NOTE: Authority cited: Sections 210 and 885, Welfare and Institutions Code; Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; Assembly Bill 1397, Chapter 12, Statutes of 1996.